

# **SMALL GROUP INSTRUCTOR TRAINING COURSE (SGITC)**

## **WELCOME PACKET**

### **INTRODUCTION**

**1. References:** TRADOC Regulation 350-10, Institutional Leader Training and Education, 12 August 2002; AR 351-1, Individual Military Education and Training, effective 9 April 2003. The Army School System (TASS) TRADOC Regulation 350-18, 26 May 00.

**2. Applicability:** This welcome packet applies to all soldiers attending **Small Group Instructor Training Course (SGITC)** at US Army NCO Academy, Fort Dix, New Jersey.

**3. Course Prerequisites:**

- a. All students are required to have a reserved seat on ATRRS.
- b. Soldier's ETS date must be more than 6 months from course graduation date. ID Card or reenlistment paperwork is required for verification of ETS date.
- c. All students must meet the Army height and weight standards of AR 600-9.
- d. Soldiers on a temporary medical profile (this includes pregnancy), must not prevent them from fully participating in their respective courses.
- e. Students will provide the following documentation at inprocessing:
  - (1) Orders (10 copies)
  - (2) ID Card and Tags
  - (3) Proof of assignment or pending assignment as an instructor
  - (4) DA Form 1059 for Total Army Instructor Training Course (TAITC)
  - (5) Over 40 information, (See "[Medical Notice](#)")
  - (6) Permanent Profile, (See "[Medical Notice](#)")
  - (7) [Pre-Execution Checklist](#)

**4.** Inprocessing for Small Group Instructor Training Course (SGITC) students is between 1300 - 1600. **If you anticipate a problem with reporting on time (after 1600 hrs of in-process day, i.e. delayed flight or car trouble) you must contact the Academy immediately (before 1600hr) at (609) 562-3001/3002/6128 or you may lose the opportunity to be enroll.**

**If your orders do not reflect the correct report time or day, contact your unit immediately! Your orders must reflect the NLT time 1600 hrs.** The NCO Academy cannot change your orders; you must contact your unit. You **must wear the Army Improved Physical Fitness Uniform (IPFU)\* short and T-shirt for inprocessing.** **You may not wear biking shorts (spandex) during inprocessing.** You must wear

white socks and appropriate running shoes with this uniform. All will conform to proper appearance IAW AR 670-1, at the time of inprocessing (**e.g. haircuts, mustaches, fingernails, etc.**).

\* **Note:** Only ARNG TPU soldiers (**NON-AGR**) are authorized to use PFU (old style). Mix of IPFU and PFU it is not authorized. This exception to policy it is granted until 1 OCT 05, as per DA Message R 211220Z AUG 03 DA WASHINGTON.

**5. Reporting in during non-duty hours:** Personnel reporting during non-duty hours will contact the Staff Duty NCO at (609) 562-3001. The SDNCO is located in Building 5518, Room 104.

#### **INQUIRIES: SGITC (609) 562-3001/3002/6128**

**6. Transportation:** Students who use commercial air for travel to Fort Dix must fly into Philadelphia Airport. There is no available ground transportation from Newark or Trenton airports. Students should contact the **Rapid Rover Shuttle** service for travel from the airport to Fort Dix. Dial **1-800-322-8062** or report to the Ground Transportation at the airport for assistance. Students must **provide the driver with a copy of their orders to avoid payment.**

Note: Students **will not** make travel arrangements from Fort Dix to the airport once they have completed the course or have been disenrolled. The Academy will make these arrangements.

#### **7. Outprocessing:**

a. No one will be released until all property is accounted for and all billets are cleared.

#### **INFORMATION FOR ALL PERSONNEL**

This Academy enforces Army regulations that govern the conduct and appearance of soldiers, the rights of soldiers, and the conduct of Programs of Instruction (POIs). The Academy staff fully uses the regulations in the operation of the NCO Academy and will not publish policy letters for a subject that is already addressed in an Army Regulation. The following areas are important to every soldier who attends this academy. Any questions should be addressed to a member of the staff who will be able to provide assistance or a copy of the applicable regulation.

**1. Equal Opportunity:** The US Army provides equal opportunity and treatment for soldiers regardless of race, color, religion, gender, or national origin. Any problems or unresolved issues concerning EO will be addressed through the chain of command or to the Academy EO representative.

**2. Sexual Harassment:** **Sexual harassment will not be tolerated by students, instructors or staff at this Academy.** Any problems or unresolved issues concerning sexual harassment will be addressed through the chain of command or to the Academy EO representative.

**3. Civil or Military Violations:** All violations of civil or military law are subject to dismissal from the Academy.

**4. Drugs and Alcohol:** No alcohol or illegal drugs will be in possession or consumed by any soldiers in the NCO Academy area. Soldiers are subject to biochemical drug testing and immediate dismissal from the Academy.

**5. Appearance:** Staff, Small Group Leaders and students will conform to AR 670-1 at all times. Small Group Leaders "set the example" for the Academy. Soldiers will ensure their appearance conforms to regulations before reporting in (i.e. hair, properly shaven).

**6. Conduct:**

a. Fraternization will not be tolerated. Conduct of the highest standards is expected of staff, and SGLs and students.

b. Relationships between soldiers of different rank that involve or give the appearance of partiality, preferential treatment or the improper use of rank for personal gain, are prejudicial to good order, discipline and unit morale and will not be tolerated.

**7. Commandant's Open Door Policy:** All students will seek resolutions to their problems through the chain of command. If a problem cannot be solved in this manner, or if it is of a personal nature, the student may see the Commandant.

**8. Quarters and Dining Facilities:**

a. Quarters are provided at no cost and will be utilized by students.

b. Dining facilities are provided and will be utilized by all students. Meals are provided at no cost to students.

**9. Smoking Policy:** Smoking, as well as the use of any tobacco products, is prohibited in all Academy buildings, vehicles, and shelters.

**10. Weapons:** Personal firearms and knives with blades exceeding three inches are strictly forbidden in the Academy area. Any soldier caught with firearms or other weapons in their billets or in their possession will be immediately released from the Academy and subject to UCMJ action.

**11. Changes or Recommendations:** This is an approved student policies and procedures manual developed and maintained by the US Army NCO Academy, Fort Dix. Supplementing this manual without prior approval is not authorized. Changes or recommendations should be submitted to the Commandant, US Army NCO Academy, Building 5518, Sever Avenue, Fort Dix, NJ 08640.

## **GENERAL POLICIES**

**1. General:** The program at the NCO Academy is designed to test each student every day in all aspects of performance. Students must prepare themselves to carry out all their tasks with the highest standards of performance. The goal of this Academy is to train and educate leaders based on the 23 Leadership Dimensions and all students are expected to strive to meet that goal.

**2. Weight Program:** Soldiers attending courses offered at this Academy must meet the standards outlined in AR 600-9 and AR 350-41. Students will be screened during inprocessing. Soldiers who exceed the Screening Table Weight will be taped. **Soldiers who exceed the Maximum Allowable Body Fat Percentage standards will not be enrolled in the course.**

**3. Student Pay:** The student's parent unit has the responsibility for processing student pay. Pay for members of the Individual Ready Reserve (IRR), will be processed by the Army Reserve Personnel Command (AR-PERSCOM) or the National Guard Bureau and mailed to the student's home of record. **You are advised to bring enough money for personal expenses. This may include shuttle fare to and from the airport** (approximately \$75.00 one way).

**4. Valuables:** Students are reminded that the safekeeping of valuables is a personal responsibility. Valuable items should not be brought to the Academy. Keep not only valuables, but also all belongings under lock and key. Security is the soldier's responsibility.

**5. Off Limits:** All offices are off limits to students, unless directed to report by their SGL'S. Billets are off limits to members of the opposite gender, except when inspections are being conducted.

**6. Privately Owned Vehicles:** POVs will only be parked in the designated area, which is located near the billets.

**a. Effective, Wednesday, 29 May 2002,** individuals not having a valid decal or pass will be directed to Check Point #1, located at Wrightstown Circle. Personnel from the Public Safety Directorate will be available to assist you in properly registering your vehicle and affixing the decal to your vehicle.

**b.** In order to register a vehicle on Fort Dix you must have all of the following documents in your possession:

- (1) Valid state drivers license
- (2) Valid military/civilian government identification Card
- (3) State registration card for the vehicle with a current inspection sticker
- (4) Valid and current insurance card

c. You do not have to own the vehicle in order to register it, but you must have a current lease agreement for the vehicle, power of attorney, or notarized statement from the owner of the vehicle, specifying the inclusive dates for which permission to use the vehicle has been granted.

d. To register your vehicle, in advance or at any time, stop in at the Military Personnel Directorate (MPD), Building #5418. For additional information on registering vehicles you can contact MPD or the Fort Dix Police Administrative Office at 609-562-4260/3734.

**7. Visitors:** Visitors will be permitted to visit during the course; however, military personnel will be in military uniform during normal duty hours to enter the Academy area. Visitors will report to the Admin Office Room 117 in Building 5518, during duty hours and to the SDNCO in Room 104 after duty hours. Because students are in an intense training posture and do not have the time for constant visitors, visiting hours are on a limited basis during morning and evening meal hours. Students are responsible for the conduct of visitors at all times while in the Academy area. Under no circumstances will visitors be allowed in the billets; they must remain in the common areas at all times (i.e., Dining Facility, Day Room or other areas designated by the Course Manager or SDNCO)

**8. Physical Fitness Training:** As part of training, students are required to participate in the Army Physical Fitness Program in accordance with AR 350-41 and FM 21-20. Running is included in this program.

**9. Profiles: Students with permanent military profiles must show documentation during inprocessing.** Students with a permanent/temporary profile may not be enrolled if the profile will preclude them from completing graduation requirements. (i.e. PLDC students with a profile prohibiting him/her from wearing a Kevlar helmet, carrying/firing a weapon, or running at own pace and distance would not be able to complete the field training exercise). PLDC students must thoroughly read the physical requirements in "INDIVIDUAL COURSE SPECIFICS".

**10. Safety Responsibilities:** Promoting safety-conscious habits and complying with safety policies is the responsibility of all soldiers. Safety is an individual, as well as a command responsibility. Safety and accident prevention requires awareness of dangers and continual alertness to minimize and prevent accidents.

**11. Releases Prior to Completion of the Course:** Students may be dismissed/disenrolled from a course by the NCO Academy's Commandant before course completion for the following reasons:

- a. Disciplinary Reasons
- b. Lack of motivation
- c. Academic deficiencies
- d. Medical injury or illness resulting in the excessive loss of training hours or receipt of a temporary profile, which prevents full participation in course curriculum.

## **12. Appeals of Disenrollment for Motivational, Disciplinary, or Academic Reasons:**

a. Appeals of disenrollment must be submitted within seven (7) days after receipt of the written notification. Appeals by students will be forwarded to the Commandant of the NCO Academy for appropriate action.

b. Soldiers who elect to appeal will remain actively involved in the course pending disposition of their appeals; however, as an exception to this policy, any soldier who disrupts the normal day-to-day operations of the course will be released immediately IAW AR 350-1 dated 9 April 2003.

**13. Graduation:** A graduation ceremony honoring students who successfully complete the course of instruction will be conducted on the final day of the course.

## **STUDENT ADMINISTRATION**

**1. Student Conduct:** US Army NCO Academy teaches and enforces the standards of the United States Army as prescribed by appropriate regulations, traditions, and directives. It is the student's responsibility to maintain these standards during the course of instruction and throughout their military career. While on or off duty, students will maintain high standards of appearance and conduct. Misconduct may result in immediate disciplinary action and dismissal from the Academy.

**2. Student Assignment:** During inprocessing, students will be assigned to their billets and group. It is very important that students place their rank, name, and student number on all correspondence while here at the Academy.

**3. Small Group Leaders:** One Small Group Leaders (SGL) will be assigned to each group. The SGLs are the first link in the NCO Academy chain of command and their instructions are to be followed. They are not authorized to render any assistance, which would give one student an unfair advantage over any other student. They will assist students in any other way possible.

**4. Billets:** Students will reside in Academy billets while attending the Academy. Maintenance of living areas is the responsibility of the student chain-of-command. Academy staff will conduct daily inspections of living quarters. Students are expected to maintain their living areas in a high state of cleanliness at all time.

**5. Uniform and Equipment:** Students are required to have certain items of clothing and equipment in their possession while at the Academy. If the soldier's unit does not have an item they must obtain it through the chain of command before the soldier reports to the Academy. Students who have unserviceable items of clothing or equipment will obtain those items before the start of training on day one. The uniform for each day's training is indicated on the training schedule. The US Army NCO Academy enforces AR 670-1. Two pairs of boots are required because of the damp conditions in the training area.

- 6. Training Schedule:** A copy of the training schedule is posted and available to each student. The training schedule provides daily guidance.

## **LEADERSHIP**

**1. Purpose:** This section outlines the responsibilities of students toward the leadership development program and the maintenance of the student area.

**2. General:** The instructors and student chain of command work together to develop the leadership potential at the Academy and to ensure the smooth operation of the student chain of command. The student's basic responsibility is to understand the provisions of the Student Guide and make maximum efforts to comply with the instructions given. SGLs are responsible for ensuring that they are aware of all changes so the student stays informed.

**3. Counseling:** Counseling sessions, both verbal and written, will be used to help develop the professional standards, habits, attitudes, and to correct deficiencies. As a minimum, students will receive formal counseling as follows:

- a. Initial counseling after inprocessing.
- b. After failing an examination.
- c. At the end of the course.
- d. As required based on positive or negative conduct.

**4. Conduct:** Leaders attending this Academy must always conduct themselves in a professional manner and strictly adhere to current Army regulations. Violations of established standards of conduct may result in dismissal from the course and the Academy.

### **5. Student Chain of Command:**

a. Instructions from the student chain-of-command must be strictly adhered to by all students to ensure that tasks are accomplished according to the standards of the NCO Academy.

b. Full cooperation of all students is required at all times although a student leader may actually be of a lower rank than some of his or her subordinates. Failure to respond to orders issued by a student leader could result in disciplinary action or release from the Academy.

**6. Honor Code:** A high sense of honor is the mark of a true leader. There is a need for character and integrity in the military leader of today. Recognize this as a basic requirement for being a NCO. The Code of Honor represents the American interpretation of customs and philosophies, and combines tradition with practical military necessity. Honor is a virtue and a fundamental attribute of character, which implies truthfulness, integrity, loyalty, courage, and self-respect. While admirable in all people, honor is indispensable to an NCO. The untruthful NCO may be risking the lives of

fellow soldiers and the honor of the country. The honor code accepted by the NCO Corps is the NCO Creed.

**7. Honor Code Violations:** A violation of the honor code is cause for disciplinary dismissal from the Academy. Students will prepare their own presentations and complete all examinations on their own. Students violating this trust will receive a failing grade on the test or the presentation in question, and face dismissal from the course.

## **ACADEMY STANDARDS OF EVALUATION**

**1. Standards of Conduct:** The US Army NCO Academy is dedicated to the principle of "Leadership by Example", based solely upon the "whole person" concept.

**2. Student Leadership Assessment and Developmental Counseling:** The SGLs will maintain record reflecting counseling and daily performance notes on each student. Student leadership assessment uses the 23 Leadership Dimensions, as a basis for assessment and counseling.

**3. Examinations:** Examinations and graded presentations are administered as a mandatory item in this Academy and are essential in meeting the POI and prerequisites for graduation. The Test Control NCO or his/her designated representative administers all examinations. Not all ELOs are tested. Students must achieve 70% or higher in each of the written examinations, presentation or performance evaluations in the course. Students failing to achieve a score of 70% or higher are afforded an opportunity to retest (one retest only). Students who fail the retest will be academically dropped from the course.

a. Examinations and graded presentation missed for a valid reason will be made up IAW the Standard Operating Procedures (SOP) and Training Schedules. Retesting will be conducted IAW the Academy Training Schedule.

b. The use or preparation of any device to be used for cheating or compromising an examination constitutes an honor code violation and may result in disciplinary release from the Academy.

## **COURSE STANDARDS**

**1. Purpose:** The performance summary is intended to measure the level of performance of each student against the course standards.

**2. Achieved Course Standards:** This category applies to those students who achieved the overall acceptable course standards.

**3. Marginally Achieved Course Standards:** This category is for those students who achieved, with difficulty, the minimum acceptable course standards as identified in the course-grading plan. This also applies to students who require corrective performance counseling concerning qualities and traits expected of a NCO, and to students who are not motivated to perform to full capability.



**4. Failed to Achieve Course Standards:** This category refers to students disenrolled for academic or disciplinary reasons, or for violation of Academy policies and regulations.

## **INDIVIDUAL COURSE SPECIFICS**

### **Small Group Instructor Training Course (SGITC)**

**1. General:** A training program designed to certify Army instructors. The SGITC is designed to teach personnel selected as military instructors how to prepare and present a quality training session. We use the concept of learning by doing where the students are actively involved in all lessons and are responsible for preparing and conducting four training sessions. **Student references for SGITC can be obtained at the following URL:** [http://www.adtdl.army.mil/cgi-bin/atdl.dll/tats/131-sgi-2/131-sgi-2\\_top.htm](http://www.adtdl.army.mil/cgi-bin/atdl.dll/tats/131-sgi-2/131-sgi-2_top.htm)

**2. Course Length:** SGITC is an eighty-hour resident course. Students will spend 11 days of training in an academy environment with no days off.

**3. Objectives:** The objective of this course is to train instructors who will be able to train soldiers to win in combat.

**4. Academic Graduation Requirements: Students must receive a “Go” on the final presentation.**

- a. Students must be assigned or pending assignment as an instructor.
- b. Students must hold the rank of SPC through SGM or be commissioned officers or warrant officers.
- c. Students must meet the Army height and weight standards of AR 600-9 and passed the most recent APFT test.

### **5. Uniforms:**

a. Duty Uniform. The duty uniform is the BDU uniform, Beret, and black leather boots (no Hi-Tech or Air Force boots). During the winter months, black gloves and field jacket/Gortex parka are required. All uniforms will be worn IAW AR 670-1.

b. Improved Physical Fitness Uniform (IPFU)\*. The issued IPFU\* is required with athletic (running) shoes and white socks (no markings). During the winter (Oct-Mar) months, sweatshirt and pants are required (optional during summer) (Apr-Sep). Gray or black spandex (no markings) is optional. SGLs will determine the uniform for physical training formations, in accordance with AR 670-1.

\* **Note:** Only ARNG TPU soldiers (**NON-AGR**) are authorized to use PFU (old style). Mix of IPFU and PFU it is not authorized. This exception to policy it is granted until 1 OCT 05, as per DA Message R 211220Z AUG 03 DA WASHINGTON.

**Note:** SGITC students will do PT daily; adjust your PT uniform as required for your own needs.

## **IMPORTANT INFORMATION**

### **Academy Address:**

USA NCO Academy  
Building 5518, Sever Avenue  
Fort Dix, NJ 08640

### **Enrolled Students Address:**

### **(Example)**

Student Rank and Name (Student #)  
Course and Class Number  
US Army NCO Academy  
Building 5518, Sever Avenue  
Fort Dix, NJ 08640

SFC Last Name, First Name MI (1101)  
SGITC 04-001  
US Army NCO Academy  
Building 5518, Sever Avenue  
Fort Dix, NJ 08640

### **Phone Numbers:**

Academy:	(609) 562-3001/3002
Fax:	(609) 562-3947
SGITC Course Mgr.:	(609) 562-6128
Post Security Police:	(609) 562-6001
American Red Cross:	(609) 562-2258